

## SEP Decision Tree

SEP goes to NF for CSR or Pay Source Change

Reviews NF record for current PASRR review (must reflect current status)

If there is a triggered Level I, a current DDM Approval Letter, Depression Diversion Screen, form, Status Change Review form, and/or DD or MH Level II must be present.

**PRESENT**

Proceed w/ 100.2

Do not send to DDM

**NOT PRESENT**

Check DDM database for  
current PASRR record

**FOUND**

If DDM record is present and  
reflective of current status

Proceed w/ 100.2

Send nothing to DDM

Inform NF of missing  
documentation

**NOT FOUND**

Stop 100.2

Inform NF you can't proceed

NF calls MHC and/or DDD for  
PASRR review

SEP proceeds when review is  
completed

Do not send to DDM

**Remember - Different medications within the same classification, i.e. switching anti-depressants or changes in dosages w/out a significant increase in symptoms DO NOT trigger a status change. For example, it is considered a significant change if a depression has worsened and the medication has doubled (or more) Psych meds for non-psych uses (Tegretol for seizures, Elavil for neuropathy) DO NOT trigger a status change.**